



**MANUAL  
FOR  
TOURNAMENT DIRECTORS**

FEDERATION INTERNATIONALE DE HOCKEY  
INTERNATIONAL HOCKEY FEDERATION

**May 2005**

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## **Preface**

In order to develop a uniform interpretation all over the world, the F.I.H. keep updated this instruction Manual for Tournament Directors at International Hockey Tournaments, which is a summary of the rights, the duties and the responsibilities of the Technical Representatives of the F.I.H.

The Tournament Director for any tournament is normally appointed by the FIH Appointments Committee or, in case of emergency, by the President or Hon. Secretary General of the F.I.H. The Tournament Director appointed, the National Association of the host country and the Continental Federation is informed accordingly in writing.

The Tournament Director is the technical representative of the F.I.H. during the tournament and acts as such to ensure that all F.I.H. instructions are applied and obeyed. When especially instructed he may also be the general representative of the F.I.H. and be entrusted with public relations, making all arrangements for awarding of prizes and medals according to F.I.H. Protocol, expressing the appreciation and thanks of the F.I.H. to the organizers, the host country, etc.

- NB. - Unless otherwise indicated, all matters stated in this Manual are applicable to, and must be complied with, by the Tournament Director appointed to any outdoor or indoor competition. However, in order to assist the Tournament Director in going through the Manual, separate Appendices have been added according to the type of competition and, in particular, matters relating exclusively to indoor competitions are printed on yellow paper.
- Appointments of Technical Officials to help the Tournament Director depend on the number of participating teams, the number of fields of play used and the number of matches played each day. The Tournament Director as well as any Technical Officials are covered for any tournament they are appointed to by the F.I.H. Annual Group Travel Insurance to the extend stated in the cover appended to their appointment letter.
- Any reference to officials put into words in the masculine gender also includes the feminine.

### *Used abbreviations:*

T.D.	Tournament Director
T.O.	Technical Officer
M.D.O.	Medical Officer
M.O.	Media Officer
U.M.	Umpires' Manager
F.I.H.	International Hockey Federation
C.F.	Continental Federation
N.A.	National Association/Federation of the host country
O.C.	Organising Committee of the Tournament

## **1. Introduction**

### **1.1 Authorisation of Tournament**

Authorisation of tournaments in which national teams of member countries are participating can only be obtained by request to the International Hockey Federation.

All necessary organising details and conditions are available from the F.I.H. Events Manager, Dennis Meredith at the F.I.H. Office:

Rue du Valentin 16, 1004 Lausanne, Switzerland  
Telephone: + 41 21 641 0606 Fax: + 41 21 641 0607  
E-mail: [dennis.meredith@worldhockey.org](mailto:dennis.meredith@worldhockey.org)

### **1.2 Tournament Regulations**

A set of the current F.I.H. tournament regulations (Outdoor/Indoor is included in this Manual.

A copy of the appropriate tournament regulations is forwarded to the N.A. in good time prior to the start of the tournament. It is their duty to circulate a copy of the regulations to any participating countries and to make additional copies available at the pre-tournament briefing meeting of the T.D. with the Team Managers.

### **1.3 Match Schedule**

The F.I.H. approved match schedule is communicated to the T.D. prior to the start of the tournament.

### **1.4 Advertisement on clothing**

The current F.I.H. rules governing manufacturer's identifications as well as advertisement on umpires/players clothing, together with the panel of countries that are authorised to advertise during the tournament, are communicated to the T.D. prior to the start of the tournament.

### **1.5 Anti-Doping Policy**

A copy of the current F.I.H. Anti Doping Policy (see Appendix J) together with a copy of the current WADA List of Prohibited Classes of Substances and Prohibited Methods is forwarded to the N.A. in good time prior to the start of the tournament. It is their duty to circulate a copy of these documents to all participating countries and to make more copies available at the pre-tournament briefing meeting with the Tournament Director.

### **1.6 Code of Conduct – Guidelines for Team Managers**

A copy of the Code of Conduct (see appendix L) and of the Guidelines for team managers documents (see Appendix K) is forwarded to the N.A. in good time prior to the start of the tournament. It is their duty to circulate a copy of these documents to all participating countries and to make more copies available at the pre-tournament briefing meeting with the Tournament Director.

### **1.7 Officials to help the Tournament Director**

#### **1.7.1 Technical Officers(s)**

Is (are) normally appointed by the F.I.H. If not, it is strongly advised that the T.D. choose, in cooperation with the O.C., a local official to assist him.

#### 1.7.2 Umpires' Manager

Is normally appointed by the F.I.H., where 6 or more teams participate. If not, or if less than 6 participating teams, the T.D. may choose, in collaboration with the O.C., a local senior umpire actively umpiring or retired to act as liaison officer for the umpires.

#### 1.7.3 Umpires

Are either :

- directly selected and appointed by the F.I.H. and their N.A. informed accordingly, or
- when nominations are called from the N.A., their appointments must have been approved by the F.I.H. prior to the start of the tournament.

#### 1.7.4 Judges

If not appointed by the F.I.H., it is the T.D.'s duty to appoint them in cooperation with the O.C.

Their number will depend on the number of fields of play used and of matches played each day. Whenever possible, it is useful to appoint judges from as many different countries as possible and, if required, an additional number from the host country. As a guide - number of judges equal to the half of number of matches played per day.

In case of shortage, the reserve umpire or an umpire not on duty may be used as a judge.

#### 1.7.5 Appeal Jury

If there is an Appeal Jury, its President and Members are appointed by the F.I.H.

#### 1.7.6 Medical Officer

Is appointed by the F.I.H. for all world level events. For Continental Federation tournaments is appointed by the C.F. For invitational tournaments is appointed by organising National Association.

#### 1.7.7 Media Officer

The F.I.H. no longer appoints a Media Officer for world level events, but an FIH Marketing Representative whose responsibilities include ensuring that the tournament media operation and facilities are in accordance with the FIH requirements and that all elements are being managed effectively by the host Media Centre Manager. For Continental Federation tournaments the Media Officer is appointed by the C.F. For invitational tournaments is appointed by organising National Association.

**Note:** None of above officials shall hold at the tournament an official position in their national team party.

A list of above officials appointed or approved by the F.I.H. is communicated to the T.D. by the F.I.H. in due time prior to the start of the tournament.

## **2. What you have to do prior to your arrival at the venue**

### **2.1 Travel arrangements**

The return travel expenses of the T.D. are to be paid by the O.C. and are calculated as follows :

- if by air and/or sea, on the basis of economy class air fares;
- if by rail and/or road, on the basis of 1st class railway fares.

The return ticket, unless otherwise agreed, should reach the T.D. at least two weeks before the opening day of the tournament.

The O.C. must take any necessary action to facilitate, if required, the entry-visa, within the same limits.

If a T.D. has any trouble about his travel arrangements and/or visa with the O.C. he should immediately report this to the F.I.H.

### **2.2 Stay expenses**

The full board expenses (accommodation must be in a good quality hotel) of the T.D. are to be paid by the O.C. throughout the tournament from two or three nights, (at the discretion of the T.D.) before the start of the tournament until breakfast on the day following the last day of the tournament.

If circumstances (e.g. unavoidable flight schedule) make it necessary, the duration of stay is to be extended until such time as it is materially possible for the T.D. to undertake his journey back home on the most direct route possible.

### **2.3 Local transport**

The T.D. is entitled to an individual private transport throughout his stay at the venue.

### **2.4 Contact between Tournament Director/Technical Officers**

Contact should be made with your T.O.(s) for the exchange of information and, if more than one, an agreement reached upon a division of duties between them.

### **2.5 Study of tournament regulations / anti-doping policy**

It is of paramount importance to study the tournament regulations and doping policy very carefully in order to make sure that there is nothing overlooked and to be prepared to answer questions before and during the tournament.

### **2.6 Preparation of briefing papers**

It is advisable to prepare your briefings before leaving home and to think over the way in which you will run the meetings (see Chapter 3).

### **2.7 Technical requirements**

Write to the O.C., and to your local assistant (T.O.), if already appointed, to list the technical requirements for the administration and control of the tournament (see checklist in Appendix B).

### **3. What you have to do after your arrival at the venue and prior to the start of the tournament**

#### **3.1 Contact with the O.C.**

Contact immediately the Chairman or Secretary of the O.C. in order to:

- Check the timetable of the pre-tournament briefing meetings and make sure that the rooms provided are adequate for the numbers involved.
- Agree upon a time for checking the field(s) of play.
- Appoint your T.O. if not yet done (see 1.7.1)
- Appoint a Liaison Officer for Umpires, if no U.M. and if you feel it necessary (see 1.7.2).
- Appoint the judges if not yet done (see 1.7.4).
- Arrange your personal transport throughout your stay.
- Check if all officials, (T.O., U.M., umpires, judges, medical officer, media officer and, where appointed, members of Appeal Jury) have arrived as well as their transportation and accommodation (preferably in the same hotel as yours) arrangements.
- Check if all necessary documents (especially copies of entry form, appointment sheet, match report, penalty stroke competition report, tournament regulations for T.O., U.M., umpires, judges and team managers, F.I.H. Doping Policy for T.O.(s) and team managers, I.O.C. List of Prohibited Classes of Substances and Prohibited Methods, and of F.I.H. Code of Conduct for team managers) are available.
- Check the availability of notice boards at the hotel(s) and venue for the publication of the information bulletins.
- Check for your liaison officer.
- Check for a liaison officer for the U.M., umpires, T.O./judges, and where appointed, President of the Appeal Jury.
- Check the (separated) seating arrangements during matches and ceremonies for F.I.H. and local officials, technical officials not on duty, players of participating countries not playing, spectators, press, broadcasting and TV people.
- Check the arrangements and transport facilities for the teams (matches, practice prior to and during the tournament, watching of matches when not playing, and attendance of official functions).

#### **3.2 Contact with the main Technical Officials**

##### **3.2.1 Technical Officer(s) – in order to:**

- Register his room number and inform him about yours, so communication is ensured.
- Make sure that his accommodation and transport arrangements are satisfactory.
- Decide and agree with him upon the allocation of the duties between him and you.
- Check that he has a copy of the tournament regulations and doping policy.
- Announce the date and place of the pre-tournament briefing meetings for team managers, umpires and judges, which he must attend.
- Check together the field(s) of play, technical equipment and facilities.

##### **3.2.2 Umpires' Manager (where appointed) – in order to:**

- Register his room number and inform him about yours, so communication is ensured.
- Make sure that his and the umpires' accommodation (preferably on a same floor in the hotel), meals and transport arrangements are satisfactory.



- State your respective duties and agree upon your way of collaboration during the tournament (allocation of tasks may vary from tournament to tournament, depending on its size and the experience/background of the T.D. and U.M. respectively).
- Check that he has a copy of the tournament regulations.
- Announce the date and place of the pre-tournament briefing meetings for team managers, umpires and judges, which he must attend.
- Remind him that his main duties are :
  - To give specialised assistance to the T.D. in areas regarding umpires and umpiring.
  - To act as liaison officer between T.D. and umpires.
  - To act as the manager/coach of the team of umpires in order to make team.
  - Spirit and uniformity, and to encourage development.
  - To act as a counselor for individual umpires as and when requested.
  - To act as spokesman of the umpires.
  - To report to the T.D. about his actions.
  - When the tournament is over, to assist the T.D. in his responsibility to complete the individual "Feedback Umpire Performance" Forms, before signing them.
- Inform him that you will welcome his input regarding umpires' performances and his involvement in appointments.

### 3.2.3 Medical Officer (where appointed) – in order to:

- Register his room number and inform him about yours, so communication is ensured.
- Make sure that his accommodation and transport arrangements are satisfactory.
- Agree upon your way of collaboration.
- Check with him the date and place for his meeting(s) with the team medical officers and local doctor(s) on duty during the tournament.
- (If any) check and agree upon the dope control procedure (selection of matches and players) and arrangements.
- Pay a visit with him to the medical centre and its facilities, including the dope control room.
- Announce the date and place of the pre-tournament briefing meeting for team managers and remind him that he is welcome to attend it.

Notes: When a dope control is carried out, by surprise, by a Governmental Body during a tournament to which no Medical Officer has been appointed, it is your responsibility to check for the application of the testing technique and procedure, as mentioned in the F.I.H. Anti-Doping Policy.

The Medical Officer serves the conduit for medical care of all those who may be involved with the tournament and is not expected to render treatment except in a medical emergency.

### 3.2.4 Media Officer or FIH Marketing Representative (where appointed) – in order to:

- Register his room number and inform him about yours, so communication is ensured.
- Make sure that his accommodation and transport facilities are satisfactory.
- Remind him that he is responsible to the T.D. and must liaise with him on all technical matters.
- Enquire at what time the Media need to receive the list of nominated players prior to a match.

- Remind him the current F.I.H. regulations regarding the presence of press photographers and TV people along the field(s) of play as well as regarding the access of journalists, press photographers and TV camera people to the field(s) of play and to the changing rooms.
- Enquire about possible particular requirements from the media during the tournament (TV, broadcasting, press, photographers, interviews,) and, if so, finalise satisfactory arrangements in agreement with him.
- Enquire about the facilities regarding press seats, professional and team video recording, availability of video recording of matches for teams and umpires during and after the tournament.
- Pay a visit with him to the media centre and its facilities.

#### 3.2.5 The President of the Appeal Jury (where appointed) – in order to:

- Register his room number and inform him about yours, so communication is ensured.
- Make sure that his and the Appeal Jury members' accommodation and transport arrangements are satisfactory.
- Check that he has a copy of the tournament regulations.
- Announce the date and place of the pre-tournament briefing meeting for judges and remind them that he and the Appeal Jury members are welcome to attend it.

### 3.3 Contact with the officials of all teams

Contact them in order to:

- Check if all teams have arrived and their managers are present.
- Make sure that their accommodation and transportation arrangements are satisfactory.
- If not received from the O.C., get the tournament entry forms completed as indicated in paragraph 4.2. of the tournament regulations, being understood that no amendments to the forms will be accepted unless notified in writing and delivered to you by the team managers not later than 24 hours prior to the first match of the tournament or at the pre-tournament briefing meeting, whichever is the later.
- Announce the date and place of the pre-tournament briefing meeting for team managers and remind that it is compulsory for them, for their team stand-in managers and for their team coaches to attend it in person.
- Remind them that in case the team coach is not able to attend the meeting due to unavoidable circumstances, then that coach must sign a document declaring to have received all relevant information from the team manager as communicated during the meeting.
- Remind them that they must bring a sample of their team clothing (primary and alternate colours and goalkeepers shirts - the primary set to comprise of at least 80% single colour per piece and the alternate set must consist of a colour(s) completely different from the dominant one (s) in the primary set for shirt, short/skirt and socks), and the primary and alternate colours of goalkeeper's shirt must consist of colours completely different from the primary and alternate colours of the field players shirts / blouses. as well as their goalkeepers' leg guards, kickers and hand protectors at the pre-tournament briefing meeting (or at another moment and a place to be announced).
- Remind them that they will be asked to sign before the close of the pre-tournament briefing meeting the F.I.H. Code of Conduct and the statement that they have received all necessary tournament papers and will be responsible for the settlement of the accounts of their team party.
- Inform them that, at your request, they may have to produce the passport or identity document of each player of their team, to be presented, if required by the individuals themselves.

### 3.4 Inspection of fields of play, technical equipment and facilities

- It is of paramount importance to check carefully the conditions of the field(s) of play to be convinced that everything is according to the "Field of Play Plan" as published in the current "Rules of Hockey" (or, in case of an Indoor competition, as published in the current "Rules of Indoor Hockey").
- Pay special attention to the construction and/or positioning of goals, goal nets, goal boards, penalty spots, flag posts, scoreboard(s), floodlights (if any required), clock and clock device, technical officials' table, team benches, as well as to the measurements of goals and shooting circles/broken line. (Also to the side boards, in case of an indoor competition.)
- If a synthetic surface is to be used, check if watering will be necessary and if so, the corresponding arrangements as well as the watering capacity. Whenever possible, require that a test is made in dry conditions to enable you to ensure that adequate watering of the field of play and overruns can be supplied within the limited 8 minutes period.
- Check the floodlights, if any, have a trial and assess the lighting warm up period.
- Check the arrangements for the ball boys.
- Check carefully all other technical equipment to be used in the tournament, including the Technical Official's table equipment (see checklist in appendix B).
- Check the arrangements for the control of spectators in order to avoid their possible invasion of the field(s) of play.
- Check the match schedule relative to the field(s) of play available.
- Take special notice of the times for classification matches (if two pool/four competition or final classification play-off competition) where up to forty five minutes additional time may be required for extra-times and penalty stroke competition. Make all decisions having regard to this matter, in case of unforeseen events.
- Check the arrangements for the warm up and the practice of the players before matches.
- Pay a visit to the changing rooms for players and to the separate changing room for umpires and check in particular if there is security for their personal belongings.
- Visit the F.I.H., T.D., U.M. (if any) and secretariat offices, check if the required facilities are available and ask to have a messenger available throughout the tournament.
- Check the medical (and dope control, if any) arrangements and ensure that a stretcher and splints are provided near the technical officials' table.
- Check the arrangements for the constant availability of water and ice for the players near the team benches, as well as for refreshments at half time for umpires and Technical Officials on duty.
- Check the media arrangements.

T.D.'s are advised that these inspections should be done at the earliest possible occasion after their arrival.

### 3.5 First appointments of umpires and judges

- Well in advance prepare a list with the appointments of the T.O.(s), umpires (and reserve umpires) and judges for the first day matches.  
(Indoor competition: for a part of the first day matches depending on the match schedule, in which case appointments for later matches may require to be announced as the competition progresses).
- Never appoint a T.O. or an umpire to officiate in a match for his own country. Do the same for judges as far as possible.
- If there is more than one pool try to avoid appointing an umpire to a match in the pool in which his country is playing.
- Do not appoint an umpire too often for matches involving the same country, or with the same colleague.
- Try to distribute the appointments of each umpire over the full duration of the tournament.

- Try to be fair to all umpires in the number of appointments for each of them, but be sure that you appoint the best umpires for the most important matches.

### 3.6 Team Managers' Briefing

#### *Information*

- Register their room number and inform them about yours in case personal contact is necessary.
- Check that all managers have received a copy of the "Guidelines for Team Managers of National Senior and U21 teams"
- Check that all managers have copies of the tournament regulations, F.I.H. Code of Conduct, Guidelines for Team managers, F.I.H. Anti-Doping Policy and WADA List of "Prohibited Classes of Substances and Prohibited Methods".
- Request them to study these documents carefully, especially regarding protests - failing to play (scratching) - powers of the Tournament Director in case of misconduct of players and team officials - signing of the match report and, if relevant, of the penalty stroke competition report - selection of matches and players for dope control.
- Give a comment on any special regulations (e.g. extra-times, penalty stroke competition - final classification play-off competition, if any - refreshments taken by players during a match - entry allowance to the field of play in case of incapacity - colour of any additional items of clothing).
- Remind them that it is their personal responsibility that the players who are suspended by the Tournament Director as well as the players who are not nominated remain outside the technical facility areas surrounding the field of play until the match is finished.
- Remind them that not nominated players, but never suspended players, may warm up and practice with their team up to 10 minutes prior to the scheduled start time of the match.
- Remind them that a nominated player who becomes incapacitated during the warm up period may be replaced up to 10 minutes prior to the scheduled start time of the match.
- Remind the procedure, and stress their personal responsibility in its proper application, for substitutions of field players (which have to be carried out in the vicinity of the center line of the field of play, not in front but not more than 3 meters from the technical officials' table) as well as for substitutions of goalkeepers (outdoor competitions only) and incapacitated players.
- Explain the procedure regarding umpires cards, and that the possible suspension of a player will be your decision exclusively (no automatic suspensions).
- Check the schedule for matches in order to discover if there is any clashing of colours (especially shirts and socks). If there is, try to settle this matter by an amicable agreement; if not, settle it by the toss of a coin.
- Remind them that field players must not wear white socks as well as shoes predominantly dark in colour but not green (Indoor Hockey: socks will be dark in colour and shoes shall be preferably of a dark colour). Shoes with white manufacturer's logos, white lace-hole trims and/or white bottom and sides of the soles are permitted.
- Remind them that sticks, including tape on it, may not be coloured white or green - Indoor Hockey: shall be preferably of a dark colour - over the lowest 100 mm, as measured from the lowest part of the stick).
- Inform them that they are asked to collaborate willingly in, and have the responsibility of, controlling the players' clothing during any match (all players must be uniformly and neatly dressed at all times during a match with shin guards worn inside - any additional items of clothing to be of the same colour specified for the adjoining piece of clothing) and that the wearing of teeth protection by the players is highly recommended.
- Remind them that the goalkeepers shirts must be of a colour different, but not white, from that of their own team and that of their opponents, and that

goalkeepers must wear their number on the front as well as on the back of their shirts.

- Remind them that goalkeepers' leg guards and kickers may not be white (Indoor competition: preferably of a dark colour).
- Remind them in relation to playing equipment worn by field players – wear shin guards, worn inside the socks at all times during a match; wear any body protection (including leg protection) underneath/inside normal playing clothing; be permitted to wear a face mask while defending a penalty corner provided that the face mask has a smooth surface and fits flush with the face; be permitted to wear a soft face and head protection throughout the match for medical reasons subject to an appropriate medical certificate being submitted to the Tournament Director.
- Remind them that they must submit all playing equipment for approval prior to the commencement of the tournament as set out above and that the general requirement in the Rules that players must not wear anything that is dangerous to other players.
- Remind them that no advertisement may appear on any item of clothing or playing equipment worn or used by any player whilst playing, except as may be permitted by the F.I.H. in accordance with its Statutes and Bye-Laws.
- Remind them that the manufacturer's identification must be within the size limits prescribed by the F.I.H. and may be displayed once only on a particular item of clothing worn by players whilst playing (except on shirts where it may be repeated in the one or two figure(s) of the number on the back of the player) - no restrictions on equipment, headgears or shoes.
- Remind them that a player with an injury causing bleeding must leave the field of play and shall not re-enter until the bleeding has ceased, the wound is adequately covered and his clothing, if blood stained, has been replaced.
- Remind them that two spare sets of players clothing should be with each team in a match, including a shirt and shorts/skirt without number, plus suitable material for numbering in an emergency.
- Remind them that they must complete the "Match Injury Report" and the "Total Tournament Injury Summary" Forms, if any circulated, and deliver it to the medical officer after every match and at the end of the tournament respectively.
- Remind them that there will be team benches near the technical officials' table available for the Manager, Stand-in Manager, Coach, substitutes and Physiotherapist (8 persons maximum) plus the Team Medical Doctor, if registered. (Indoor competition only): The maximum number of persons allowed to sit on the team bench is 9 (nine), plus, if registered, the Team Medical Doctor.
- Remind them that it is compulsory for the manager to sit there (the nearest to the technical officials' table) with above persons throughout the match and that the manager is responsible for their good conduct.
- Inform them that the T.D. (or the T.O. on duty) has power to modify the duration of half time in case of adverse weather conditions or field of play watering requirements, and to interrupt the match in case of thunderstorm with lightning.
- Inform them about the arrangements for refreshments and ice for players.
- Give information about seating arrangements for matches and ceremonies.
- Inform them about arrangements for warm up and possible practice on the competition field of play before matches.
- Once again, make sure that transport facilities are satisfactory.
- (Indoor competition only: Mention any special problems about the hall floor or lighting).
- (Indoor competition only: Remind them about the required type of players' footwear and equipment: no damage to floor).

*Instructions should include:*

- Team managers shall deliver before every match to the T.D at a time and place to be agreed upon during the pre-tournament briefing meeting a sheet with the names of players who will be on the field of play and on the team bench at the commencement of the match, indicating the captain and goalkeeper for the match. (This does not apply to Indoor competition except for the indication of the captain).

- The manager and his team will report to the technical officials' table 10' prior to the start of the match.
- There will be an appointed captain or acting captain on the field of play or on the team bench at all times during a match, who must wear a distinctive armband or ribbon and is responsible for the behaviour of the team players on the field of play.
- Vocal communication by team officials and players on the team bench must not in any way be directed at the technical officials seated at the table, the umpires and the players of the opposing team.
- Team officials and players are allowed to leave the technical facility area surrounding the field of play during half time, only with prior agreement of the T.O. on duty. But, in doing so, players must leave their sticks and goalkeepers their hand protectors and headgears at the team bench and must return not less than two minutes before the match is due to be restarted.
- Unless for substitutions of field players (and goalkeepers, if an indoor competition), it is forbidden to enter the field of play during the match or at any stoppage of the match, without prior permission of one of the umpires. This rule shall be applied strictly, even in case of incapacities.

*Before the close of the meeting*

- Collect the following documents, duly signed, from the Team Managers:
  - FIH Code of Conduct
  - Statement that they have received all necessary tournament papers and will be responsible for the settlement of the accounts of their team party.

*Immediately after meeting or at another moment and a place to be agreed upon (where necessary)*

- Check the passports or identity documents of the players of each team, to be presented, if required, by the individuals themselves.
- This check to be done at some time well before the first match of the tournament, so that enough time should be available to resolve any problems, which such a check might reveal.

### 3.7 Umpires' Briefing

- Check whether the U.M. (if any) and all umpires are present and have copies of the tournament regulations.
- Identify and introduce the U.M. (if any) and umpires to each other.

*Information*

- Make sure that they have all information they require about:
  - board and accommodation
  - transport and changing facilities.
- Give them all information about:
  - tournament regulations and especially with regard to substitutions of field players, goalkeepers and incapacitated players, extra-times, penalty stroke competition. (Indoor competition only: any technical problems with regard to the field of play lighting, sideboards, etc).
  - umpires' clothing (the display of the manufacturer's identification is permitted if within the size limits prescribed by the F.I.H., if once only on a particular piece of clothing - shirt advertising may be permitted by F.I.H. on a case by case basis)
  - value of uniformity.
- Decide together with them about the procedure for the use of the cards.
- Register their room numbers and inform them about yours in case personal contact is necessary (e.g. in case of illness and inability to umpire).

- Give information about seating arrangements for matches and ceremonies.
- Introduce their liaison officer to them.
- Give them information about social events, if any.
- Inform them that :
  - there will be further briefing during the tournament, if necessary.
  - you will remain available for discussion and advice with any particular umpire on his request during the tournament.
  - you will give each umpire the opportunity to have an individual talk with you on the last day of the tournament about his overall performance (no marks - just comments).

*Instructions should include:*

- That you will publish the daily appointments in due time but stress that they are personally responsible for checking their appointments even in the case they have not received the next day appointments sheet (or, in case of an indoor competition, the part of a day appointment sheet, depending on the match schedule). This sheet will be delivered to their personal notice by a liaison officer or messenger and/or will be posted on the notice boards at the venue and in the hotel(s).
- Tell them that umpires officiating have :
  - to report to the technical official table 20 minutes prior to the start of the match.
  - to inspect the field of play (especially goals, shooting circles, broken line outside the circles and watering if synthetic surface) and to report errors to the T.O. on duty
  - to ensure there is an appointed or acting captain of each team on the field of play or on the team bench at all times during a match, who wears a distinctive arm band or ribbon and is responsible for the behaviour of the team players on the field of play.
  - to ensure that no player with an injury causing bleeding or with blood stained clothing is on the field of play at any times.
  - to stop immediately a match if blood staining to the field of play occurs and not to re-start it until the field of play has been cleaned.
  - to ensure that in case of time-stopping their stop-signal (two hands crossed above the head) is confirmed by the technical officials at the table.
  - not to start or to restart the match before a clear signal has been given to the technical official's table and been acknowledged by the T.O. on duty.
  - to follow the procedure with regard to admission to the field of play in case of incapacities of players and substitutions of goalkeepers.
  - not to sign the match report and, if relevant, the penalty stroke competition, before it is signed by both the team managers
  - not to leave the technical facility area surrounding the Technical Officials' table after the match without the agreement of the T.O. on duty.
  - in case of a protest, to remain available in order to give a testimony to the T.O. on duty.
- Remind them :
  - that it is of paramount importance for the umpires to be a team and to act as such.
  - that the U.M. (if any) and you are prepared to advise them about technical umpiring matters during the tournament.
  - (outdoor competition only) that the T.D. (or T.O. on duty) has the responsibility and the power to interrupt a match in case of thunderstorm with lightning
- Before closing the meeting announce their first appointments (see 3.5).

Note: Whenever possible, it is useful to organise a technical briefing on the interpretation of the Rules of Hockey. Its length will depend on the:

- importance of the tournament
- number of umpires officiating
- prior experience of the umpires present

In order to give you a guide to this briefing a paper for assistance in technical briefing of umpires is included in this Manual (see appendix I).

**Always stick to the Rules and their interpretation in force, as in the "Rules of Hockey" ("Rules of Indoor Hockey" for indoor competitions) and refrain from verbal and written personal interpretations of the Rules, which may differ from the mandatory ones, as stated by the Hockey Rules Board.**

*Additional note (Indoor competition only)*

The attention of the umpires should also be drawn to the following, which deals with points not covered in appendix I, reference being made to the current rules of indoor hockey:

- Control of possible damage to floor by players' equipment during play.
- Control of substitutions.
- Assistance for colleague at penalty corners (control-danger).
- Play-advantage relating to the indoor game.
- Control of penalties and distance rules (time wasting).
- Positioning (outside sideboards except at penalty corners and strokes).
- Interpretation of ball rising off the floor when played or stopped.
- Cooperation with technical officials' at the table on time stopped, etc.
- Control of discipline of players on team benches.
- Temporary and permanent suspensions.

### 3.8 Judges' Briefing

Check whether all judges are present.

*Information*

- Make sure that they have all the information about their board, accommodation and transport facilities.
- If one is appointed, introduce to them their liaison officer.
- Register their room numbers and inform them about yours in case personal contact is necessary (e.g. in case of illness and inability to officiate as judge).
- Investigate their availability during the tournament (particularly the date of their departure).
- Hand over a copy of the tournament regulations and request them to study these carefully.
- Give special explanation with regard to the control of substitution of players, extra-times and penalty stroke competitions.
- Tell them that you will publish the daily appointments in due time but stress that they are personally responsible for checking their appointments even in case they have not received the next day appointments sheet (or, in case of an indoor competition, part of a day appointments sheet, depending on the match schedule).
- This sheet will be delivered to their personal notice by a liaison officer or messenger and/or will be posted on the notice boards at the venue and in the hotel.
- Inform them about seating arrangements at matches and ceremonies as well as about social events, if any.

*Instructions should include:*

That a judge officiating has to report to the T.O. on duty at the ground 20' prior to the start of the match in order to assist him in the following :

- To check the match report, and the availability of penalty stroke competition report (if relevant), players' substitution boards, stop watches, stick rings, templates for



goalkeepers' leg guards, kickers and hand protectors, balls and other technical papers and equipment.

- When necessary, to assist in the checking of passports or identity documents (if not already done).
- To check that the colours of the teams are in accordance with the colours mentioned on the appointment sheet.
- To check that players wear no white socks and shoes predominantly dark in colour but not green (Indoor Hockey: shoes shall be preferably of a dark colour), and that goalkeepers do not wear a shirt as well as leg guards and kickers of a white colour (Indoor Hockey: preferably of a dark colour).
- To check all sticks of all players, including tape on it, not to be coloured white or green - Indoor Hockey: be preferably of a dark colour - over the lowest 100 mm, as measured from the lowest part of the stick, as well as the headgears/hand protectors of goalkeepers of both teams and to deposit rejected equipment under the technical officials' table.
- To keep the time and to watch carefully the umpires' signals with regard to time stops and to confirm them clearly.
- To register the goals scored on the match report together with the number of the scorer and the minute of play.
- to register the time-on of substitute players (outdoor competitions only)
- To register the cards given by the umpires together with the number of the player and the minute of play.
- To check the team benches for number of persons and misconduct.
- To observe that vocal communication by team officials and players on the team bench are not in any way directed at the Technical Officials seated at the table, the umpires and the players of the opposing team.
- To make sure that the regulations about the admission to field of play (substitutions, medical assistance to incapacitated player) are strictly obeyed.
- To make sure that players on the field of play are properly numbered and uniformly and neatly dressed at all times during a match dressed (socks up with shin guards worn inside, additional item of clothing of the same colour as the adjoining corresponding piece of clothing) and do not wear blood stained clothing and, if not, to request the team manager to remove/substitute the player concerned.
- To make sure that the regulations for advertisement on clothing or equipment worn or used by players, when entering the field of play, are strictly obeyed.
- To make sure that no player with an injury causing bleeding enters the field of play until the bleeding has ceased and the wound is adequately covered.
- To make sure that, if blood staining to the field of play has occurred, its cleaning takes place immediately after the match stoppage by the umpires.
- Once the match is finished, to complete the match report and to obtain the signature of the team managers, umpires, reserve umpire and judge (also, if relevant, the penalty stroke competition report).
- Not to leave the technical facility areas surrounding the technical official's table after the match without the agreement of the T.O. on duty.
- in case a protest is lodged, to remain available in order to give a testimony in writing to the T.O. on duty

Moreover it is very important to instruct them to refrain from commenting on the umpiring to persons other than the T.D.

Before closing the meeting announce their first appointments.

### 3.9 Appeal Jury

(In case an appeal jury is appointed)

The President and members of the Appeal Jury are welcome to attend the pre-tournament briefing meeting with the Judges.

It is the responsibility of the President or a Deputy nominated by him to convene any meeting of the Appeal Jury.

**Note:**

For tournaments involving not more than 4 countries, the pre-tournament briefing meetings with the team managers, umpires and judges may be amalgamated if the T.D. so desires.

**4. What you have to do during the tournament**

**4.1 Appointments**

To appoint in due time the officials on duty for each match:

- one T.O. (whenever possible, do not officiate yourself)
- two umpires and one reserve umpire
- one judge

Make sure that these appointments are circulated to above people.

**4.2 Before the start of a match**

(You and/or the T.O. on duty)

Be at the venue in time prior to the start of the match in order to:

- Inspect the field of play to be used.
- Discuss, if necessary, with the groundsman a policy for watering it (outdoor only)
- Check the technical equipment.
- Receive from the team managers their team lists of players who will be on the field of play or seating on the team bench at the start of the match including the indication of the captain and goalkeeper for the match (these lists are not required for Indoor competitions, only the indication of the captain).
- (Before the very first match of a team) receive from the team manager, in case his coach has not attended the pre-tournament meeting with the tournament director, the document signed by the team coach declaring that he has received all relevant information from the team manager as communicated during the meeting.
- Make sure that the match report is prepared properly.

Be at the ground 20 minutes prior to the start of the match to check that the judge and umpires are present and request them (possibly with the assistance of the reserve umpire, if you or the T.O. on duty decide(s) so):

- To check goals and markings.
- To check that the match reports are available (as well as penalty stroke competition forms, if relevant).
- To allocate specific duties for the judge.
- To check that the team benches and the seats for technical officials and temporarily suspended players are adequate - Additional seats just for those who have authority to be there (F.I.H. Representative, Tournament Director, Umpires' Manager, FIH and local Medical Officers) if they so desire.
- To check that the colours of the umpires and ball boys clothing do not clash with the team colours.
- To check in due time prior to the start of the match, the colours of the goalkeepers shirts and their number on the front and the back of the shirt, order the lining up to the teams, and have the sticks and goalkeepers hand protectors/headgears checked by the judge.
- To check that suspended players do not warm up with their team and that not nominated players leave the field of play not later than 10 minutes prior to the scheduled start time of the match.
- To order the start of the match strictly on schedule.

#### 4.3 During a match

(You and/or the T.O. on duty)

The technical control of the game within "The Rules of Hockey" Booklet (within "The Rules of Indoor Hockey" in case of an indoor competition) is the entire responsibility of the umpires.

The T.D. (or T.O. on duty) is obliged and responsible for the supervision and control of all other aspects of the game such as:

- To watch carefully the match and the umpires.
- to ensure that the tournament regulations are correctly applied, especially :
  - substitution of players
  - admission to the field of play (also after incapacities)
  - duration of the match.
  - to deal with any particular circumstances such as :
    - crowd misconduct that interferes with the game
    - unsafe weather conditions (thunderstorm with lightning)
    - field of play watering requirements (outdoor competition only)
    - interference of photographers and TV camera people
- To control:
  - penalty stroke competition (if any)
  - conduct of the persons on the team benches
  - players' clothing
  - suspended and not nominated players outside the technical facility areas during regulation time and rest times.

#### 4.4 After a match

(You and/or the T.O. on duty)

Before leaving the technical officials' table:

- Proceed with the judge to the completion of the match report (half time and final scores, signature of team managers, umpires and reserve umpire, judge, notification of a protest, if any (also the penalty stroke competition report, if relevant).
- Sign the match report once completed (also the penalty stroke competition report, if relevant).
- In the case of a protest enforce the correct application of the regulations, namely, if a team manager wishes to lodge a protest at the end of a match or at the end of a penalty stroke competition, then such a protest must be in writing and handed to the Technical Officer on duty, within 15 (fifteen) minutes of the match or of the penalty stroke competition ending, declaring the intention to do so immediately under the signature when signing the match or penalty stroke competition report. If the text of the protest is not received in writing prior to the expiry of the 15 (fifteen) minutes, then it will be deemed that no protest has been registered.
- In the case of the protest having been properly declared in writing, the team manager will then have a further fifteen (15) minutes to remit to the same Technical Officer a deposit of five hundred Euros (500) (or equivalent in freely convertible currency). Upon failure to do so, the protest will be considered void.
- Ensure the security of the technical officials' table equipment.

In your office or later:

- File the original match report (also the penalty stroke competition report, if relevant).
- Record all information and statistics you may need to complete your report to F.I.H. (see 5.2).

- If there is a protest, make sure the deposit is lodged in time and if so, consult the judge and the umpires to obtain their written testimony before making your decision in accordance with the Hockey Rules and tournament regulations. If there is an Appeal, make sure that the deposit is lodged and inform the President of the Appeal Jury accordingly.
- Mark the umpires after having asked the T.O.(s) and U.M. (if any) for his personal comments on the umpires' performances (Marking the umpires is the T.D.'s responsibility exclusively - see Marking System 4.5.).
- If necessary, decide upon suspensions and inform at once the team manager(s) concerned accordingly.
- Fax a copy of the reports of the matches of the day to the F.I.H. office (or request under your responsibility the O.C. to do so).
- Refrain from criticising umpires and from disclosing the marks you have given them.

#### 4.5 How to mark the umpires

The final marks are arrived at after discussions with your UM and TO(s).

Please read and understand the Rules Governing the Grading of Umpires that are available on the FIH website – [www.FIHockey.org](http://www.FIHockey.org)

The F.I.H marking system is 0 to 10

- **Under 6** - No future as an International Umpire  
(There is no need to mark below 5 as this clearly indicates that the umpire has no potential to become an international umpire).
- **From 6.00 to 6.49** – Not yet ready to be graded International, but has potential with more experience.
- **From 6.50 to 7. 49** – International Umpire.  
(Where you are marking 7.30 and over the umpire may be suitable to be classed as having potential to reach Grade 1 and could be placed on a Promising List. If placed on this list, this umpire may be appointed as neutral to an event, and you should take into consideration whether the umpire is “ready” for this).
- **From 7.50 to 7.99** - Grade 1 Umpire.  
(Where you are marking 7.80 and over the umpire may be classed as having potential to umpire at World Level tournaments and can be placed on the World Development Panel List. This is only for those who show clearly to you that they have potential to reach this World Level in the not too distant future, say two years. When marking, please take into consideration the standard of your event and the individual's potential to go further. For some a Grade 1 mark is their limit).
- **From 8.00 and any mark above** – Grade 1 umpire, who has shown a World Level performance.  
(Where you are marking 8.00 and over, the umpire may be classed as having reached a level to umpire at World Cup Tournaments and Olympic Games and can be placed on the World Panel List. It is quite possible that umpires may get 8.00 and over - particularly at smaller, less difficult events - but that does not mean that they are automatically World Level umpires).

Always take into account the difficulties of each match and the standards / difficulty of the tournament.

**It is very important that the final marks match the 'Overall Standard' on the feedback form.**

Note:

On the last day of the tournament, give each umpire the opportunity to have an individual talk with you about his overall performance. Provide them with a copy of the completed Umpire Feedback Form at this meeting.

## 5. What you have to do when the tournament is over

### 5.1 Before leaving the venue

- Collect together all necessary documents.
- Collect the F.I.H. technical equipment (if any) and inform the F.I.H what you have done or intend to do with it.
- Within 24 hours, e-mail or fax (+41 21 641 0607) the final ranking of the teams to the F.I.H. Office (or request the O.C. to do so).
- Forward the original match reports (also the penalty stroke competition reports, if relevant) to the F.I.H. Office.

### 5.2 Once back home

- Complete your written report.
- Send to the FIH Office an electronic copy of the "Feedback Umpire Performance" form for each umpire, within one week from the end of the tournament for the FIH Hon. Secretary General exclusively as this is confidential information and then forward the originals (with signatures) to the FIH Office.
- Send your report on your decision on suspension of any player after the last match played in the tournament by their team (see 4.4.), within 1 (one) week from the end of the tournament for the F.I.H. Hon. Secretary General.
- Send to the FIH Office an electronic copy of your final Tournament Director Report Form within one month from the end of the tournament for the F.I.H. Hon. Secretary General and another copy of that report to the Hon. General Secretary of the Continental Federation concerned in the event of a tournament at continental level.

### 5.3 FIH contact details:

All reports should be sent (in electronic format initially and then subsequently a hard copy of all originals) to the FIH Office, Lausanne. Contact details are as follows:

Postal Address:

Rue du Valentin 61  
1004 Lausanne  
Switzerland

Email Addresses:

FIH Events Manager: [dennis.meredith@worldhockey.org](mailto:dennis.meredith@worldhockey.org)  
FIH Umpire Development Manager: [richard.wilson@worldhockey.org](mailto:richard.wilson@worldhockey.org)

May 2005

## FORMATS OF TOURNAMENTS AND MATCH SCHEDULES

The T.D. has the power to re-schedule the match program of a tournament in an emergency case following unavoidable circumstances.

If so, it is highly recommended that the non-observance, if any, of one or more of the following constraints should be first agreed with the team managers of the participating teams concerned.

### 1. Non-invitational tournaments

- A maximum of 2 matches for a team within a time period of 72 hours
- A minimum of 22 hours rest between the start-times of matches played on consecutive days by a team
- One rest day between pool and classification matches in a two pool competition
- (Whenever possible) One rest day between the semi-final and final matches for the 1<sup>st</sup>/4<sup>th</sup> places in a two pool competition.
- A minimum of 2 hours time interval between the start-times of two successive pool matches (if no warm up area a minimum of 2¼ hours time interval between the start-time of two successive pool matches)
- A minimum of 2½ hours time interval between the start-times of two successive classification matches.

and also

- Not to have particular team(s) playing too often their pool matches at identical hours
- To have all teams playing a similar number of their pool matches on each field of play, where more than one
- Not to have particular team(s) who has (have) played the day before playing a team that has not, and the reverse.

### 2. Invitational tournaments

The same constraints as above apply but with the following possible allowances subject to the prior agreement of all participating countries (automatically deemed to be the case in the absence of adverse notice in writing to F.I.H.).

#### 2.1 Tournaments with 4 countries

A 3-day tournament is allowed as well as the reduction up to a minimum of 15 hours between the start-times of any matches played by any team on consecutive days.

If the one pool competition is followed by a final classification play-off competition, 4 matches on consecutive days for a team are allowed subject to:

- Reduced rest time of minimum 15 hours between (only) the penultimate and last matches of any team
- Mandatory rest day during the tournament for any team if the tournament is played under tropical weather conditions (hot and humid).

#### 2.2 Tournaments with more than 4 countries

The following formats are allowed

- One pool competition with maximum 7 countries : up to 4 matches for any team on consecutive days (so, if 6/7 countries and if followed by a final classification play-off competition, mandatory rest day during the tournament)
- Mandatory two pool competition as from 8 countries, but with possible waive of semi-final matches - Up to 4 matches for any team on consecutive days (so, if 9/10 countries and semi-final matches, or, if 11/12 countries, mandatory rest day during the tournament)

- If required or so wished, rest-time in any format reduced to a minimum of 15 hours between (only) the penultimate and last matches of any team.

subject to

- The tournament is not played under tropical weather conditions (hot and humid)
- Not more than one participating country from a continent other than that of the host country
- Not more than one participating country having taken part in the previous World Cup and/or World Cup Qualifier
- Receipt by the host country of the FIH approval of the proposed format in writing.